**Menu**

**Careers**

* Working With Us
  + Why National Ambulance
  + Our People
  + Message from CEO (Hidden)
  + Message from HR Manager (Hidden)
  + Recruitment Process
* Opportunities
  + Experienced Professionals (content page + as part of job vacancies)
  + UAE Nationals (content page + as part of job vacancies)
    - Graduates
    - Experienced Professionals
    - Emirati EMT Sponsorship Professionals

Important Note: the sub menu elements of UAE Nationals won’t be part of the menu but will be sections maybe inside boxes in one page

Emirati EMT Sponsorship Professionals will include informational content and will showcase the journey in video of previous EMT graduates.  For those interested, they can be directed to HCT or Fatima College- linking (detailed content will be provided as a next step).

* Contact Us  
  Head office map, working hours, linked in, contact info, contact us form, View All Vacancies and Upload CV actions buttons. (Detailed content will be provided as the next step). Note: General CV to be part of the Career Opportunities Page as a click to action button and not the contact us page.

**Career Section Module**

The career section/ module will include informational content relating to careers at National Ambulance with the ability to post vacancies and give users the opportunity to apply online, contact HR for enquiries or submit their CVs in general for consideration. Refer to menu below for structure.

Note: Content, information and style preferences will be shared with you in a separate email.

**Job Vacancies**

List of jobs/vacancies will be displayed on the website under a number of categories (displayed on tabs with attractive visuals similar to Emirates Airlines website).

Categories are:

      Experienced Professionals

       UAE Nationals

**Add Vacancies:**

Admin to add/post vacancies in the system from the backend admin panel. Admin can fill the following information:  
  
Note: Admin to have the option to exclude some fields if required. i.e. salary package. Also, saving/ pre-filling information from last post to save time. Admin to be able to create certain job posts and save them as master documents with the option to duplicate and edit the info to save time going forward.

Admin should be able to update posted vacancies or refresh them as new.

Add vacancies fields are :

       NA logo by default

       Job Title/ Position (Admin has the option to include both English and Arabic content.)

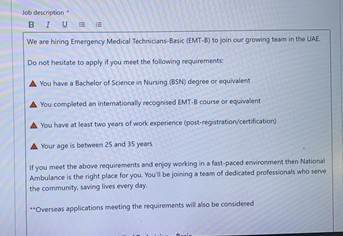
       Job Category (drop down menu: Experienced Professionals/ UAE Nationals   
Note: option for admin to create/ add additional/ new categories for drop down menu)

       Employment Type (drop down menu: Full-time, Part-time, Contract, Temporary, Volunteer, Internship)

       Department (HR to enter this info)

       Location (HR to enter this info)

       Job description (editing window with formatting options) Admin has the option to include both English and Arabic content.



       Qualifications and Experience   
(editing window with formatting options) Admin has the option to include both English and Arabic content.

       Salary and Benefits

(editing window with formatting options) Admin has the option to include both English and Arabic content.

       Closing date (Calendar to select date)

Please note that job IDs should be created by the system. Job ID should start with: RNA followed by the number.­­

­­­

**Job Listing:   
New posts should be labeled as New. (for a period of one month to remain as new with the option to remove it).**

       Vacancies will only be presented in English. For the Arabic version or when Arabic and English are required, admin can pick the bilingual format versus the English only format. If admin clicks on Bilingual format (Engish & Arabic), the following information will be presented in this format to ensure neatness in presenting the information. We cannot have the information presented in Arabic only. English is essential. Admin will be able to type in/ select from drop down menus, etc and fill both sections but the info will be presented with proper alignment of language.

|  |  |
| --- | --- |
| Job Title | المسمى الوظيفي |
| Job Category | تصنيف الوظيفة |
| Employment Type | طبيعة الدوام |
| Department | القسم |
| Location | المكان |
| Job Description | الوصف الوظيفي |
| Qualifications and Experience | المؤهلات والخبرة |
| Salary and Benefits | الراتب والمزايا |
| Closing Date | الموعد النهائي للتقديم |

       User can view the vacancies by clicking job vacancies page (Clicking the Action Button: View All Vacancies) on the website.

       Main page will list the vacancies with the option to filter information. (keyword , Job ID, sort by Newest/Oldest) (Job Category: Experienced Professionals/ UAE Nationals

See the following example <https://www.emiratesgroupcareers.com/search-and-apply/>

       The following information will be displayed to the user on the main page:  
Logo by default

o   Job location

o   Job Title (Big font)

o   Job Category

o   Department

o   Closing date

       User can view the details by clicking on the job position/view more. System will display full job description to the user with an option to apply.

See the following example for the look and feel while we edit the page with the fields we listed above <https://www.emiratesgroupcareers.com/search-and-apply/332022>

       User can share (via sharing tool on our website) the job advert on social media (Facebook, Twitter, LinkedIn and/ or print)

**Apply for Vacancy/ Submit CV  
  
Refer to the attachment**

**HOME PAGE BRIEF**

**Video Banner** (Dimensions similar to Emirates Airlines Career Page)

Home Page to include Video Banner with 'View All Vacancies' action button

**Opportunities**

|  |  |
| --- | --- |
| **Experienced Professionals**  Cover Photo | **UAE Nationals**  Cover Photo |

**Our People**  
Our people make a difference every day to the lives of our patients and their families. Read their stories!

|  |  |  |
| --- | --- | --- |
| E.g.  A Day in the life of an EMT | E.g.  A Day in the life of a Paramedic | E.g.  A Day in the life of Fleet Specialist |
| E.g. A Day in the life of …UAE National | E.g. A Day in the life of an IT | E.g. A Day in the life of Supply Chain |



**View All Stories** (takes you to Our People page)

Can we follow the illustration above in presenting the photos and when you hover over it you can see the full pic with the title?? Please present me options..

**Subscribe button Do not stick to my design, this is for illustration purposes only)**

|  |
| --- |
| **Subscribe** |

Subscribe to receive   
job alerts when new   
vacancies are posted

Note: (users can select categories: clinical, non-clinical, UAE Nationals when they click to subscribe). Users will fill a form with their name, email and categories they are interested in.

**Connect With Us**

Want to keep up to date with all of our latest news? Join thousands of others by connecting with us on [LinkedIn](https://www.linkedin.com/company/1207953/admin/)

LinkedIn Feed (if possible)

Notes:

Top of page to include: 🡨Back to National Ambulance Website

Footer to include link to National Ambulance Website   
Social Media icons

ISO and JCI and Isaaf line

Why National Ambulance

About National Ambulance

Our People

View Career Opportunities

Contact Us (link to contact us for Career Portal not NA website)